

Types of Interviews

Version 2

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- **Directed**

This involves the interviewer using an outline and asking specific questions within a certain time frame. The interviewer works from a checklist and takes notes. This type of interview is impersonal and seeks to reveal facts.

- **Undirected**

This interview is unstructured and allows candidates to discuss their qualifications openly, which gives candidates a measure of control over the interview, providing for an opportunity to concentrate on strengths and to show leadership and organizational abilities.

- **Panel**

A panel involves a number of interviewers. The composition of this panel could include:

- The supervisor
- The manager
- A union representative
- A human resources officer
- An employment equity officer
- Employees from the department that is hiring

- **Group**

Used by some large companies or organizations for graduate intakes when several graduates are interviewed at one time. This interview can last from two hours to a day or longer and usually includes a group problem-solving exercise. This type of interview is used to:

- Observe how candidates react under pressure
- Evaluate how individuals interact with people with different personalities
- Test for communication skills
- Assess the "fit" with the group

- **Sequential**

Some interviews are sequenced over a longer period, such as a half or full day, and are used as an assessment tool. The first stage may begin with a panel interview, followed by a tour around the company. The interview sequence may then conclude with another interview when you may be asked questions that test your creativity or your "fit" within the organization. Further, you may be invited to more than one interview; for instance, the first may be an overall screening, followed by some form of assessment, then a post-assessment follow-up.

- **Telephone**

Telephone interviews are often used to pre-screen candidates in order to narrow the applicants who will be invited for in-person interviews. Telephone interviews are more cost effective because they are less time consuming and quicker to conduct. Treat a telephone interview the same as you would an in-person interview. Practice questions, ask for clarification, take notes and minimize distractions.

- **Testing**

Job interview tests are commonly used because employers are often nervous about employing someone on the basis of interview performance alone. Tests are relevant to the job and may include: personality/aptitude testing; skill-based testing (math, verbal reasoning, and/or technical skills); and/or group activities (these usually involve a group of candidates applying for the same job. You're normally asked to complete a task together to determine how you perform under stress and work within a team).

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